



BOBBY JINDAL
GOVERNOR

State of Louisiana
Statewide Interoperability Executive Committee
<http://www.ohsep.louisiana.gov/interop.htm>

BRANT MITCHELL
CHAIRMAN
SONYA WILEY-GREMILLION
VICE CHAIRMAN

MINUTES
Wednesday, August 27, 2008

The Statewide Interoperability Executive Committee (SIEC) met on Wednesday, August 27, 2008 at Louisiana State Police Headquarters, First Floor, Conference Rooms C & D, 7919 Independence Boulevard, Baton Rouge, Louisiana 70806.

I. Call to Order

Chairman Brant Mitchell called the meeting to order at 1:30 p.m.

II. Roll Call

The SIEC roll call was called by Christina Dayries, and a quorum was established.

The following SIEC members were present and absent.

Committee Members Present	Representing Agency
Brant Mitchell	GOHSEP-Office of Interoperability
Jeya Selvaratnam (Proxy for COL Edmonson)	Dept. of Public Safety & Corrections, Public Safety Services
Colonel Jacques Thibodeaux	Louisiana National Guard
Ed Driesse	Division of Administration
Mark Ford	Governor's Office of Indian Affairs
Chief Lloyd Miller	Louisiana Fire Chiefs Association
Chief Freddie Drennan	Louisiana Association of Chiefs of Police
Sheriff Ricky Edwards	Louisiana Sheriffs Association
Bill Vincent	Association of Public Safety Communications Officials, Louisiana Chapter
Tommy Thiebaud (Proxy for Dick Gremillion)	Regional Parish Homeland Security & Emergency Preparedness Directors Committee
Major Curtis Bowers	Region 1
Captain Bob Hale	Region 2
Chief Daniel Scott	Region 3
Lee Hebert	Region 4
Lt. David Benada	Region 5
Sonya Wiley-Gremillion	Region 6
Martha Carter (Proxy for Sandy Davis)	Region 7
Mark Harrell (Proxy for Tommy Thiebaud)	Region 9

Committee Members Absent	Representing Agency
Gary Peters	Region 8
Donna Newchurch	Louisiana Ambulance Association

SIEC Meeting Sign In Sheet: Appendix A

III. Approval of Minutes: SIEC Meeting – July 16, 2008

On motion of Lt. David Benada, seconded by Colonel Jacques Thibodeaux, the SIEC voted unanimously to approve the minutes of the July 16, 2008.

IV. Chairman’s Report

A. Introductions

Chairman Mitchell asked each SIEC member to introduce themselves and give a brief background on their roles for the agencies they are representing on the SIEC.

B. GOHSEP Staff

Chairman Mitchell introduced the newly hired GOHSEP Office of Interoperability Staff, which will be tasked with handling day to day activities of the SIEC and statewide interoperability efforts. The employees are:

Christina Dayries, Communication Systems Manager
Ken Hughes, Communications Technical Analyst
Travis Johnson, Communications Planner

C. Gulf States Interoperability Conference

Chairman Mitchell reported that Mike Murphy has coordinated with the Interoperable Communications Executive Officials of Mississippi, Alabama and Louisiana to put together the second annual Gulf States Interoperability Conference, which is tentatively scheduled for early October. Chairman Mitchell stated that he is seeking approval to use homeland security funding to pay for travel expenses related to the Conference for any SIEC member who would like to attend.

NOTE: Due to Hurricanes Gustav and Ike, the Conference has been postponed. An update will be given at the next SIEC meeting.

D. Infrastructure Update

Chairman Mitchell provided an overview of the existing coverage listing operational sites and the additional coverage which will be provided by the 22 sites funded by the PSIC grant.

E. PSIC Grant

Chairman Mitchell updated the SIEC members on the status of the PSIC grant projects. He also reminded the members that 80% of the funding is mandated by the grant to be sub granted to the local parishes.

PSIC Grant Priority #1:

Chairman Mitchell advised that the purchase order for the (22) 700MHz voice repeater sites and related equipment has been released to Motorola. All site equipment has been delivered and is being installed by Motorola.

PSIC Grant Priority #2:

Chairman Mitchell reported that the State was approved by the Department's of Homeland Security and Commerce to provide the 25% match requirement with state funds even if the local parishes choose to retain their funding and not de-obligate to the State. He also stated that the award letters will be sent to the local parishes within the next two weeks.

PSIC Priority #3:

Chairman Mitchell announced that the PSIC grant award letters should be sent to the four eligible parishes, New Orleans, Baton Rouge, Lafayette and Lake Charles within the next two weeks in addition to the State Police and GOHSEP. The funding can be used toward enhancing or establishing a broadband and/or WiFi type environment.

Lt. David Benada asked what local agency would receive the award letters. Chairman Mitchell replied that the awards will follow the same process used for the Homeland Security Grants, which means the award letters will be sent to each of the parish Homeland Security and Emergency Preparedness Directors.

F. Interoperable Emergency Communications Grant Program (IECGP)

Chairman Mitchell advised that the state has not yet received the award for the IECGP grant, but is anticipated by September 30, 2008. The goal of IECGP is to improve interoperable emergency communications through Governance, Planning, Training and Exercises. The IECGP will not support any equipment procurement.

Chairman Mitchell reminded the SIEC that the funding would be used to 1) formalize regional interoperable communications governance boards, 2) update and refine the Statewide Interoperable Communications Plan and Regional and Statewide Tactical Interoperable Communications Plans (TICP's), 3) develop and update policies, procedures and protocols, 4) develop outreach activities related to interoperable emergency communications, and 5) provide a week long training and exercise event for interoperable emergency communications within each of the nine regions.

Chairman Mitchell reviewed potential training and exercise goals for the week long event.

G. DHS Communication Related Initiatives

Chairman Mitchell provided a brief overview of new initiatives from the Department of Homeland Security's, Office of Emergency Communications (OEC).

OEC released the National Emergency Communications Plan (NECP) July 31, 2008. The NECP established the following three goals for a minimum level of interoperable emergency communications.

1. By 2010, 90% of all high-risk urban areas designated within the UASI can demonstrate response-level emergency communications within one hour for routine events involving multiple jurisdictions and agencies
2. By 2011, 75% of non-UASI jurisdictions can demonstrate response-level emergency communications within one hour for routine events involving multiple jurisdictions and agencies
3. By 2013, 75% of all jurisdictions can demonstrate response-level emergency communications within three hours of a

significant event, as outlined in the departments national planning scenarios.

Chairman Mitchell's Presentation: Appendix B

V. Statewide System Maintenance Report

Jeya Selvaratnam provided an update by site name on number of channels active and total number available. In addition he reviewed the implementation schedule for the (22) PSIC grant funded sites. Mr. Selvaratnam stated that as needed he would meet with local agencies to determine the best possible site selection. He also reviewed preventative maintenance conducted by technicians and system statistics such as busies, site utilization and growth.

Mr. Selvaratnam advised that he had submitted the Master Frequency Plan to Bill Vincent, Louisiana frequency coordinator. He stated that FCC must approve the frequency plan prior to the licensing. Louisiana will request Special Temporary Authorization's (STAs) for the frequencies in anticipation of the full license. Individual parishes will be sent letters of notification for use of the parish allocated general use frequencies.

Major Curtis Bowers stated that Region 1 had previously submitted an STA request for use of frequencies, which may be in conflict with the Master Frequency Plan.

Mr. Selvaratnam stated that he will work with the local agencies to address any issues.

Bill Vincent reminded the members that the FCC will be looking for inclusion of local agencies. He recommended that any issues be resolved in partnership with the public safety agencies prior to submitting any STA request to the FCC.

Jeya Selvaratnam's Presentation: Appendix B

VI. Old Business

- A. Chairman Mitchell presented the proposed Unified Command Group, which has been recommended to Governor Bobby Jindal.
- B. Chairman Mitchell advised that GOHSEP has received approval from the Louisiana Property Assistance Agency to transfer all 2100 portable radios to the local parishes and state agencies.

VII. New Business

A. Adoption of By Laws

On the motion of Tommy Thiebaud seconded by Lee Hebert the SIEC voted unanimously to amend the By Laws as proposed with the following:

4.2 Chair. The Chair of the SIEC shall be the assistant deputy director of interoperability. The Chair will serve as an ex officio member of all standing committees, and will have exactly the same rights and privileges as do all other members, including, of course, the right to vote. However, as an ex-officio member, the Chair will not be counted in determining the number required for a quorum or in determining whether or not a quorum is present.

B. Vice-Chair Election

On the motion of Curtis Bowers seconded by Daniel Scott, Sonya Wiley-Gremillion was nominated to serve as Vice-Chair for the SIEC.

On the motion of Bill Vincent seconded by Daniel Scott, the SIEC voted unanimously to move to close the nominations and elect Sonya Wiley-Gremillion as Vice-Chair of the SIEC.

C. Committee Formation

Chairman Mitchell requested if any SIEC member is interested in serving on one of the three sub-committees to email him by the end of the following week. He will then send out a notice announcing Sub-Committee Chairmen and members to the full SIEC.

D. Adoption of New Policies

On the motion of Bill Vincent seconded by Sonya Wiley-Gremillion the SIEC voted unanimously to refer all policies to the Policy and Planning Sub-Committee for recommendation.

E. Interoperability Website

Chairman Mitchell reviewed the new interoperability website and stated that all meeting information will be posted prior to each full SIEC meeting.

F. Statewide System Name

Chairman Mitchell asked all SIEC members to review the proposed statewide system names and if anyone had additional ideas, please forward to him to present for vote at the next meeting.

VIII. Public Comments

John Suzuki offered to the SIEC due to potential hurricane events, 100 – EF Johnson portable radios at no cost to the state, in addition to 3,000 – EF Johnson portable radios either at the state contract price or discounted previous SIEC bid price.

Aarman Anding offered to the SIEC that Motorola would be on stand by with technicians, portable radios and has established a 1-800 number for assistance if the state was impacted by hurricane events.

Bobby O'Bryan requested additional programming keys from the state. Chairman Mitchell advised to have him contact Jeya Selvaratnam's office for assistance.

Chief Lloyd Miller asked if the state had developed a comprehensive technical plan for the statewide system buildout. Chairman Mitchell advised that the SCIP was completed but no technical plan was developed; but that the GOHSEP staff would work with the Sub-Committee's to develop the plan.

IX. Adjournment

On the motion of Lee Hebert, seconded by Sonya Wiley-Gremillion, the SIEC voted unanimously to adjourn.

Statewide Interoperability Executive Committee

August 27, 2008

	Name	Organization
1.	CHRISTINA DAYKINS	COITSEP
2.	Joe Drago	DOTD
3.	Paul [unclear]	LaParade
4.	Paul [unclear]	DEQ
5.	Ronald Baugman	New Iberia Fire Dept.
6.	ED DRIESSE	DDA
7.	Lee Nebert	Reg 4 Acadia Parish DEEP
8.	Andie Laborde	Reg 1 Comm. Director
9.	Don Alessich	Motorola
10.	DANIEL J. SCOTT	Region 3 Houma Fire Dept.
11.	Bobbie O'Brien	Houma PD
12.	Robby Dupre	Terrebonne SO
13.	David [unclear]	Reg 5 / Louisiana SO
14.	Woody Glover	ST Tamary 911
15.	Freddy Drannan	Police Chiefs
16.	Diane Nune	EF Johnson
17.	John Suzuki	EF Johnson
18.	TOM HENDERSON	Tombia Communications
19.	Mark Ford	Gov. office - Indian Affairs
20.	Chuck Hurst	LSA
21.	David Stone	GOAEP
22.	Norman KERALMI	CHIEFS OF POLICE
23.	Sonya Wiley	Reg 6 COITSEP

24.	Dennis Blackwell	Motorola
25.	Paul Beatman	UBC
26.	MIKE GUSKY	DOA/OIT
27.	Martha Carter	Region 7 repres.
28.	Bill Vincent	APCO
29.	Thomas Thiebaut	Regional Directors
30.	Mark Harrell	Region 9
31.	Mike Murphy	BRM/65R/AT
32.	ARMAAN ANDING	MOTOROLA
33.	ROBERT HALE	KBRSO/REGION II
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